



CITY OF LONG BEACH EMPLOYMENT OPPORTUNITY

Administrative Intern/Accounting Intern
\$16.011 - \$19.29 Per Hour (A)

Department of Financial Management
Accounting Bureau

The Department

With an annual budget of over \$3.1 billion, and an investment portfolio of \$1.8 billion, the employees of the Department of Financial Management must ensure timely and accurate financial reporting, full transparency and accountability, and absolute integrity in everything we do.

The Accounting Bureau

The City Controller's Office/Accounting Bureau provides services to the City's 22 distinct departments and its subsidiaries across 37 funds. The Bureau's main focus is to (a) ensure the accuracy and integrity of financial data, (b) ensure compliance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) pronouncements, governmental auditing standards, statutes, and regulations, and (c) provide guidance and support to departments citywide.

The Position

The Department of Financial Management is seeking two Accountant Interns to perform a variety of professional-level accounting related tasks. The primary duties include supporting day-to-day operations, preparation of financial transactions, reconciliations, and the compilation of financial reports.

Example of Duties

- Performs statistical analyses and interpretations of information such as financial reports, records, transactions and accounting systems and procedures
- Categorizes, posts, analyzes, and reconciles revenues and expenditures to proper accounts; ensures proper accounting for capital assets, expense and revenue accruals
- Prepares financial and statistical reports for management, federal, state, and regional utility agencies, and the public; may perform accounting functions specific to grant funded programs.

APPLICATION PROCESS:

Interested applicants must submit a cover letter, resume, and proof of current enrollment and completion of units. Documents must be received by **4:30 p.m. Friday, June 3, 2016. Please note the recruitment may close before the deadline depending on the quality of the applicant pool.** Documents may be submitted via mail, e-mail, or fax to:

City of Long Beach
Department of Human Resources, c/o Omar Ramos
333 W. Ocean Blvd., 13th Floor, Long Beach, CA 90802
Fax (562) 570-6107 / Omar.Ramos@LongBeach.Gov

Incomplete packages will not be processed. The materials submitted will be thoroughly reviewed and the most qualified candidates will be invited to continue the selection process, which may include a writing exercise and an interview by a selection panel.

(A) Salary appointment and operational title will be based on the experience, educational background and skills set of the selected individual among other considerations.

Minimum Requirements to Apply:

- College/university students in their Junior or Senior year with two years of accounting course work
- Proficiency in use of computers, including email, internet and office productivity software (e.g. Microsoft Word and Excel)
- Familiarity with the basic office functions and equipment (printers, scanning).

The desirable qualifications are:

- Bilingual* proficiency in Spanish and/or Khmer.

The ideal candidate will demonstrate:

- A desire to make accounting a career path
- Ability to work independently with minimal direction
- Strong oral and written communication skills
- Excellent organizational skills, accuracy and attention to detail
- Strong interpersonal skills and judgment
- Ability to maintain effective working relationships at all levels of the organization
- Ability and willingness to work on multiple projects concurrently under tight deadlines.

An Equal Opportunity Employer

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired or if you would like to request this information in an alternative format, please call 48 hours prior to the interview at (562) 570-6060.

* In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.